

<b>Employee Name</b>			
<b>Job Title</b>	HVAC Project Engineer		
<b>Line Manager</b>	Projects Manager		
<b>Supervising</b>	N/A		
<b>Document Number</b>	JD122	<b>Revision Number</b>	A1 (012.04.2021)
<b>Based</b>	Aberdeen Office		

## Job Purpose Summary

To provide quality engineering support to the Projects division in executing and delivering projects to clients. The HVAC Project Engineer will assist with the project management of a range of projects and deliver the projects within time and budget. They will be responsible for liaising with clients and ensuring that their needs are met throughout the projects whilst controlling engineering changes from a technical and commercial viewpoint. To mentor and assist with the development of junior engineers as required.

## Key Responsibilities/Accountabilities

*This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.*

- Co-ordinate and plan HVAC projects for onshore and offshore clients from conceptual design through to close out
- Carry out HVAC surveys
- Prepare quotations in response to client enquiries
- Carry out detailed design, calculations and drawings
- Ensure high standards are maintained in terms of client liaison, both verbally and by email
- To monitor project budgets on a regular basis and bring any potential overspend to the attention of the project manager as soon as known
- Create specifications, co-ordinate procurement of materials and ensure delivery to client
- Where required, travel to installation sites and review/rectify any issues arising between client and company
- Carry out regular design and project reviews
- Order materials and equipment
- Analyse and evaluate quotations
- Control project costs
- Liaise with clients and suppliers
- Maintain project files and produce document packs

## HSEQ Responsibilities

- By adhering to Nucore Group’s HSEQ policies and procedures, ensure safe working practices are followed at all times
- Report any unsafe conditions, behaviours or acts to management, or by using the Nucore Group observation card system
- On request, fully participate in HSEQ audits and inspections
- Complete mandatory HSEQ training as identified on the Nucore Group training database

## Experience/Education/Training

### *Essential*

- Computer literate in Microsoft Packages
- Good communication skills in English (written and oral)
- HNC/HND in Mechanical Engineering or similar
- Knowledge of HVACR discipline and systems
- Background in a Mechanical/HVAC environment
- Experience of carrying out relevant calculations
- Experience in a similar role
- Team player, friendly and outgoing
- Positive outlook
- Attention to detail with a high level of accuracy
- Ability to work under pressure
- Flexible and well organised
- Self-motivated with the ability to use own initiative
- Articulate

### *Preferred*

- Valid offshore certification
- Oil & Gas experience
- HVAC engineering qualifications

<b>Signed by Employee</b>		<b>Signed by Line Manager</b>	
<b>Date</b>		<b>Date</b>	